

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 76**

**April 20, 2011 – WORK SESSIONS**

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, April 20, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Bill Oakes, Director, Connie Bowers, Steve Marx, Doug Holbert, Pete Seybert

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale

Record Part 1 @00:05

**Add-on**

**Subject:** Island County Fairgrounds – water leak

**Attachment:** none

**Proposed Action:** Approval to spend REET funds to fix water leak at the Island County Fairgrounds; Estimated at less than \$10,000.00.

**Follow up:** Okay with Board.

**Subject:**

**Attachment:** none

**Proposed Action:** Highways and Local Programs, an agency of the WSDOT, distributes federal highway funds to local agencies. In the 1990's it was agreed that the local agencies would not pay or charge for overhead on federal grants. The state would now like to start charging overhead for federal funding and has sent out a letter stating they will be doing that as of July 2011. The agreement signed in the 90's stated that they cannot do that without a 12 month advance warning.

**Follow up:** Okay with Board for Bill to send a letter to WSDOT indicating that charging an overhead for grants is outside of the original agreement and cannot take affect until March of 2012. .

**Subject:** Jail control project

**Attachment:** none

**Proposed Action:** Bryant Mercil, Project Engineer, for the Jail Control Project, has requested extended family medical leave. Bill requested approval from the Board to use an on-call consultant to monitor the day to day construction of the project using REET funding. Est. Cost: \$35,432.00.

**Follow up:** Okay with Board.

**Roads**

**Subject:** Bid Award Recommendation: Frostad Road Improvement Project Contract: CRP 96096, WO No.209

**Attachment:** Memo, Bid Tab & Engineer's Recommendation)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 77**  
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**Proposed Action:** Bill recommended contract award to Strider Construction Co, Inc. as the lowest bidder. Amount: \$4,124,747.90.

**Follow Up:** Okay with Board to move forward to Monday's agenda.

**Subject: Bid Award Recommendation: West Beach Road Widening Project Contract: CRP 11-02, WO No. 400**

**Attachment:** Memo, Bid Tab & Engineer's Recommendation

**Proposed Action:** Bill recommended contract award to Krieg Construction Inc. as the lowest bidder. Amount: \$484,852.10.

**Follow Up:** Okay with Board to move forward to Monday's meeting.

**EXECUTIVE SESSION ANNOUNCED**

The Board of Island County Commissioners will meet in Executive Session as allowed under RCW 42.30.110(1)(b) to discuss acquisition of real estate, beginning at 9:25 a.m., in the Commissioner's Hearing Room, County Annex Building. The session was anticipated to last 15 minutes with no announcement afterwards in open public session.

**WSU / Extension Services**  
**Summary Minutes**

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, April 20, 2011, at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Tim Lawrence, Director, Lynette Goodell, Kevin Zobrist, WSU Extension Forester

**Others Present:** Elaine Marlow, Budget Director, Karen Bishop, Whidbey Island Conservation District

Record Part 3@01:25

**Subject: Agreement between Northwest Straits Foundation and Island County, through the Marine Resources Committee**

**Attachments:** contract

**Proposed Action:** Agreement between Island County and Northwest Straits Foundation through the Marine Resources Committee to provide funding for Cornet Bay Restoration Project Management; Performance Period: 4/1/11- 12/31/12; Amount: \$18,395.00.

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject: Amendment No. 1 to the Interagency Agreement between Washington State University Extension and Island County for 2011**

**Attachments:** contract

**Proposed Action:** Amendment No. 1 to the Interagency Agreement between Washington State University Extension and Island County for 2011.

**Follow up:** Okay with Board to move forward to Monday's agenda.

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**Subject: Update by Kevin Zobrist on Planned Forestry Program in Island County**

**Attachments: none**

**Information:** Kevin Zobrist, Forest Stewardship Educator, briefed the Board on the progress of the Island County Forest Planning program. A survey was conducted in January identifying forest health, native tree and plant identification and wind damage as the most pressing topics of interest to Island County forest landowners.

Upcoming events include:

- Native tree and plant identification walk – late May
- Field day at private tree farm on September 10, 2011 – discuss forest stewardship, forest health, economic development
- Wind workshop – October
- Working with the Conservation District to bring Forest Stewardship Coached Planning Classes to Island County in 2012.

**Monthly Financial Reports**  
**From Auditor & Treasurer**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, April 20, 2011, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Anne LaCour, Ana María d Nuñez, Treasurer

**Others Present:** Elaine Marlow, Budget Director

Record Part 3@20:10

**Subject: Monthly Financial Report**

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Island County Auditor**  
**Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, April 20, 2011, at 10:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Present:** Sheilah Crider, Auditor, Anne LaCour

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**Others Present:** Elaine Marlow, Budget Director

Record Part 3@40:38

**Subject:** DOL Agent Contract K2006

**Attachment:** yes

**Proposed Action:** Agreement between the State of Washington Department of Licensing and Island County Auditor, DOL Contract No. K2006

**Follow up:** Okay with Board to move forward to Monday's agenda.

**Subject:** Update on Redistricting

**Attachment:** none

**Discussion:** Sheilah Crider will take the lead on facilitating the redistricting process. She requested assistance from Dave Jamieson, Central Services (Bob Thomas), Planning (Anthony Boscolo) and the Assessor's office.

**Human Resources**  
**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, April 20, 2011 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff:** Pam Dill

**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Elaine Marlow, Budget Director, Jackie Henderson, Don Lupien, Bill Oakes

Record Part 3@01:01:15

**Subject:** PAA's

**Attachment:** none

**Proposed Action:**

**Public Works**

- Truck Driver 1 –Camano – Replacement Position
- Truck Driver 1 – Oak Harbor – Replacement Position

**Human Services**

- Substance Abuse Treatment Program Manager – New Position
- 4 ea Substance Abuse Treatment Counselors – New Positions
- Substance Abuse Prevention Coordinator – Replacement position .75 FTE

**Follow up:** Okay with Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 80**

**April 20, 2011 – WORK SESSIONS**

**Human Services  
Summary Minutes**

Work Session was held between the County Commissioners and Human Services on Wednesday, April 20, 2011, at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**      **Angie Homola, Chair**                      **Staff: Pam Dill**  
   **Helen Price Johnson, Member**  
   **Kelly Emerson, Member**

**Staff Present:**      **Jackie Henderson, Director**

**Others Present:**      **Elaine Marlow, Budget Director**

Record Part 3@01:17:36

**Subject: Licensing for Chemical Dependency Treatment services and facility**

**Attachment:** none

**Proposed Action:** Request for signature of licensing forms. The County is adding another business at another location "Island County Recovery Services" and needs to submit a Business License application with the state and the City of Oak Harbor.

**Follow up:** The Board agreed to make application to the state and city and sign form pending legal and risk review.

**Facilities Department  
Summary Minutes**

Work Session was held between the County Commissioners and Facilities Department on Wednesday, April 20, 2011, at 1:17 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** **Angie Homola, Chair**                                      **Staff: Pam Dill**  
   **Helen Price Johnson, Member**  
   **Kelly Emerson, Member**

**Staff Present:**      **Dan Sherk, Facilities Director**

**Others Present:** **Elaine Marlow, Budget Director, Rufus Rose, Jeff Lauderdale, Nels Kelstrom**

Record Part 4@11:10

**Subject: ICLEI – Application for full membership**

**Attachments:** yes

**Proposed Action:** Commissioner Price Johnson moved to authorize the Chair to sign the ICLEI application for full membership. The motion was seconded by Commissioner Emerson and carried unanimously.

**Assessor  
Summary Minutes**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 81**  
**April 20, 2011 – WORK SESSIONS**

**Work Session was held between the County Commissioners and the Assessor on Wednesday, April 20, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:**

**County Commissioners:** Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member

**Staff: Pam Dill**

**Present: Mary Engle, Assessor, Dan Jones**

**Others Present:** Elaine Marlow, Budget Director, Rufus Rose

Record Part 4@20:25

**Subject: Property Tax Comparisons**

**Attachment:** PowerPoint

**Information:** Dan Jones, Appraiser, provided a PowerPoint presentation to the Board on property taxes in Island County.

## **Budget Director Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, April 20, 2011, at 1:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners: Angie Homola, Chair  
Helen Price Johnson, Member  
Kelly Emerson, Member**

**Staff: Pam Dill**

**Staff Present: Elaine Marlow, Budget Director**

**Others Present: Bob Pederson, Keith Higman, Nels Kelstrom, Rufus Rose, Jeff Lauderdale, Jessie Stensland “Whidbey News Times”**

Record Part 4@ 51:50

**Subject: Budget discussion**

**Attachments:** yes

**Proposed Action:** The Board approved the budget process calendar and standard questions/information to be provided by Department Heads & Elected Officials in their budget packets.

## Budget Process Calendar

May Roundtable	Review of budget process
Late May/Early June	Review 5 year forecast
Mid June	Budget packets distributed

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June (& July)	Meetings with departments (overview, accomplishments and challenges)
Mid July	Return budget worksheets to Budget Director
Mid August	Proposed budget to BOCC
Late August	BOCC meetings grouped by function
Early September	BOCC discussion
September 19	Preliminary Budget available to public
October 3	Public Hearing on Adopting Budget

**Follow-up:** Continue budget discussion to the May 6, 2011 work session.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Angie Homola, Chair

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Helen Price Johnson, Member

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Kelly Emerson, Member

ATTEST:

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Elaine Marlow, Clerk of the Board